

DD/073-4796

31 AUG 1973

MEMORANDUM FOR: Administrative Officer, DCI
Chief, Administrative Staff, DD/I
✓ Executive Assistant to the DD/O
Executive Officer to the DD/M&S
Executive Officer, DD/S&T

SUBJECT : Major Office Alterations and Space Requirements

1. As you are aware, the Office of Logistics is now in the process of compiling information on space requirements resulting from the numerous reorganizations that are now either in process or in the planning stage. Because of the constraints of time, much of the information which we have received has been by either word of mouth or hearsay and, therefore, has to be verified. The purpose of this memorandum is to transmit that information which pertains to your directorate or unit and have it verified, added to, corrected or otherwise amended, and returned to the Chief, Logistics Services Division, OL, not later than 20 September 1973.

2. As a matter of interest, it appears at first blush that overall there will be about 18 major moves involving at least 1,500 work stations. Needless to say, it will not be possible to accommodate all the approved requests for space in the Headquarters Building unless certain changes and moves are made; and, therefore, an additional 1,000 work stations could be involved.

3. In the event your response to this memorandum shows additional space requirements, it is essential for our planning that you identify each potential requirement by specific building, i.e., Headquarters or other Agency-controlled buildings in the Metropolitan Washington area; because, it's already clear that we will not be able to satisfy all the requests for space in the Headquarters Building. Further, if you identify requirements other than those listed, please identify the subcomponents involved, the reasons for the request, the approximate number of people/stations involved, and whether you expect to satisfy the requirements from your current holdings or you will need additional space.

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4. Because of the recent significant reductions of personnel, we expect a certain amount of space to be freed shortly and later more, as other reorganizations are implemented. To the extent that we have been made aware of such reorganizations, the affected space has already been taken into account to meet other requirements, so it should not be viewed as an opportunity to spread out. Thus, it may be necessary to freeze any move if it appears that it will seriously impact on planning which already is underway.

5. One final note. As you are aware, the Office of Logistics does not normally budget for the costs of moves and major reconfigurations unless notified of same in sufficient time to include the items in subsequent fiscal years. Therefore, since the requirements reflected in the Attachment represent major, unbudgeted moves or space reconfigurations, each requesting component will have to make the necessary funds available and provide an appropriate fund citation. For your planning purposes, Attachment 2 is provided as a cost guideline. These costs are subject to many variables. However, where major alterations of an area are required, the figure of \$350 per work station is an approximate average cost. Directorates requesting additional space must also assume the costs involved in relocating, as a means of freeing space for their requirements, personnel of another directorate. The Office of Logistics will provide more refined cost estimates at such time as a firm layout for a specific office area has been developed.

STATINTL



Francis B. Van Dam
Director of Logistics

2 Atts.